



CANDIDATE INFORMATION BOOKLET PLEASE

READ CAREFULLY

The NCRI National Cancer Registry Ireland (NCRI) is undertaking a competition to identify suitable candidates for appointment to the position of:

Role Title: Data Integration Officer with responsibility for Screening Information.

Grade: Clerical Grade V

Tenure: Permanent

Blended Working: Minimum 2 day a week in Cork Head Office and the remainder of the working week spent working from home (as business need dictate).

Location: Cork

Salary Scale: €49,210, €50,685, €52,187, €53,721, €55,264, €57,064, €58,868.

Please note that all new entrants to the public service will start at point 1 of the Salary Scale.

Closing date: 5:00pm, Monday 13th May 2024.

About the National Cancer Registry of Ireland

The NCRI is a publicly appointed body established in 1991 to collect and classify information on all cancer cases which occur in Ireland. (www.ncri.ie).

Our activities include:

- Collecting information on all new cases in Ireland
- Monitoring trends and outcomes in different cancer types
- Promoting the use of information we collect in research and in the planning and management of services.

The NCRI's mission is to collect, analyse and disseminate comprehensive information to improve cancer outcomes. An overview of the NCRI's objectives and activities may be found in NCRI Strategic Plan 2024 – 2026 (<https://www.ncri.ie/publications/strategic-plans>).

Role Overview	
Role Title	Data Integration Officer with responsibility for Screening Information
Grade	Grade V
Reports To	Data Integration Manager
Role Purpose	
The purpose of this role within the Registry:	The post holder will be part of the Data Integration Team. The team is responsible for managing electronic data feeds into the NCRI, record deduplication, geocoding and mapping of cancer data and screening data linkage.
Behavioural Expectations	
The way that NCRI staff are expected to live our values:	<p>The incumbent of this role is expected to demonstrate NCRI's values and behaviours in the delivery of everyday work and interactions with stakeholders and colleagues.</p> <ul style="list-style-type: none"> • Respect – We actively listen to each other. • Trust – We say what we mean and we stick to our commitments • Collaboration – We create shared goals and work to achieve them in a focused and socially sensitive way • Quality – We are committed to continuous improvement in order to deliver accurate and timely cancer data. • Confidentiality – we treat all our patient information with the highest level of data security.

Role Specific Tasks

The key tasks and activities associated with the role:

Data Management

- Work with the National Screening Service (NSS) and with other departments within the NCRI to determine and request the electronic extracts required for analysis and research.
- Develop and maintain specifications for the linkage of screening data with cancer registration data ensuring that the needs of all stakeholders are met.
- Develop routines for testing of record linkage and processing of linked data and ensure it is acceptable to end users.
- Be the point of contact between IT and the Data Integration Team for the development, testing and the processing of linked data.
- Ensure all processes and procedures are documented comprehensively and are updated for each screening programme.
- Participate in other data matching projects as required; this involves requesting electronic datasets from outside agencies, developing routines for de-duplication, matching and linkage of datasets and matching datasets within the Cancer Registration System (CRS).
- Assist with data cleaning and standardisation.

Quality Assurance/Quality Control

- Work with the NSS and other departments within the NCRI to drive quality improvement initiatives from data quality measurement outputs and/or data quality audits.
- Keep up to date with HIQA national standards for data collection.
- Keep up to date with cancer registration coding as applies to screened cancers.
- Periodic review of agreed datasets and processes to enhance performance and delivery of outputs.
- Assist in running and co-ordinating the results of quality checklists.
- Carry out quality assurance on system tables relevant to routine work.
- Review external data sources for patient demographic information, validate this information and use it to update patient registrations where appropriate.

Communications

- Link with internal and external stakeholders and be aware of any developments or projects that could impact screening and registration data.

System Development

- Carry out any relevant testing on new CRS releases as required.

	<p>Other</p> <ul style="list-style-type: none"> • Keep informed of relevant legislation/regulations and, in conjunction with the DPO, ensure that the data provided is in line with data protection principles. • Run the Data Protection Audit for the DI Team on a quarterly basis and follow-up with DI Team members to finalise. • Assist in the co-ordination and review of Subject Access Requests. • Supervise and direct the work of junior staff members where appropriate. • Provide support to eCDRs as required for example adding new medical oncology drugs when required. • Collaborate with teams across NCRI to help the organisation meet its strategic goals. • Awareness of data confidentiality and sensitivity and be cognizant of this in all aspects of the role. • Create and/or maintain comprehensive documentation for all process that you are responsible for. • Engage in ongoing training and development. • Any other reasonable duties that may be assigned by management from time to time.
<p>Qualifications</p>	
<p>The qualifications that are essential to effectively meet the requirements of the role:</p>	<ul style="list-style-type: none"> • A Level 8 qualification on the National Framework of Qualifications (NFQ) ideally either in Public Health or other data related course.
<p>Knowledge and Experience</p>	
<ul style="list-style-type: none"> • The knowledge and experience that is essential to effectively meet the requirements of the role: 	<ul style="list-style-type: none"> • At least 2-3 years' experience with IT tools to assist with data management, data quality and data sharing. • Knowledge of SQL, Tableau and understanding of databases is essential. • Excellent IT skills to include the MS Office Suite, file and folder management and electronic communications.
<ul style="list-style-type: none"> • The knowledge and experience that is desirable to effectively meet the 	<ul style="list-style-type: none"> • Some experience of working with datasets in either the health sector or research environment. • Experience of record linkage. • Data Protection knowledge.

requirements of the role:

- Experience and knowledge of medical coding system such as ICD10, ICD0, or Snomed.

Principal Conditions of Service

Probation:

A probationary period of twelve months applies to this position.

Pay:

Candidates will be appointed on the **minimum point of the salary scale (€49,210)** and in accordance with the Department of Finance guidelines. The rate of remuneration will not be subject to negotiation.

The incremental progression for this scale is in line with Government pay policy. The salary scale for this position is as follows:

€49,210 €50,685 €52,187 €53,721 €55,264 €57,064¹ €58,868²

1. *After 3 years' satisfactory service at the maximum*
2. *After 6 years' satisfactory service at the maximum*

Entry will be at the first point of the scale. An exception may occur where an appointee has been serving elsewhere in the **public service** in an analogous grade and pay-scale. In this case the appointment may be made at the appointee's current point of scale. Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Superannuation:

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. Please note that the Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from other public service employment where the break in service, if any, is less than 26 weeks), the terms of the National Cancer Registry of Ireland Superannuation Scheme will apply.

Annual Leave:

Annual leave is 30 days.

Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 35 per week. The appointee may be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down under working time regulations.

Blended Working Arrangements

NCRI has introduced a Blended Working Policy to offer more flexible working arrangements to all employees. We aim to strike a balance between being flexible, efficient, and resilient by facilitating blended working where practical, while enabling onsite interaction, collaboration, and support as required.

There may be a requirement to attend the office for more than the allocated number of days for training and onboarding purposes at the start of your tenure and during the probation period. Please note that NCRI Blended Working Policy is aligned to the Right to Request Remote Working legislation when enacted and the government's Blended Working Policy Framework for Civil and Public Service.

Further guidance on NCRI's Blended Working Policy, which includes eligibility criteria will be issued to successful candidate/s.

It is important to note that this is an opt-in policy and must be applied for upon appointment.

Selection Procedure

How to Apply and Closing Date

The completed application form must be submitted by **5.00pm on Monday 13th May 2024**.

Only application forms completed online through recruitmentteam@ncri.ie will be accepted.

CVs will not be accepted.

Selection Process:

The National Cancer Registry Ireland will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- A short-listing of candidates, on the basis of the information contained in their application,
- A competitive competency based interview which may include a presentation or other exercises
- Any other tests or exercises that may be deemed appropriate.

Normally, the number of applications received for a position exceeds that required to fill existing and future posts. While candidates may meet the eligibility criteria of the competition, if the numbers applying for a post are such that it would not be practicable to progress all candidates to the next stage of the selection process, NCRI may decide that a certain number of candidates based on order of merit in the shortlisting may be called to the next stage of the process.

In this respect, a short-listing process will be employed based on an examination of the

application forms and the essential and desirable requirements for the posts, to select a group for the next stage of the process who appear to be the most suitable for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications, experience and competencies as requested on the application form.

Competition updates will be issued to your email address as entered on the application form. The onus is on each applicant to ensure that they are in receipt of all communication. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered. NCRI accepts no responsibility for communication not accessed or received by an applicant.

Interview Dates:

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

Interview Expenses:

The NCRI will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.

Panels:

NCRI intends to create **panels** for future vacancies that may arise in the **Dublin** area. Successful candidates will be selected in accordance with their panel ranking.

Citizenship Requirements:

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

To qualify candidates must be eligible by the date of any job offer.

It shall be the responsibility of the candidate to ensure these permissions are in place.

Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits and spousal/dependant permits are available on the Department of Business, Enterprise and Innovation website. <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/>

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the NCRI.

Candidate Obligations:

Candidates should note that canvassing will disqualify them and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- impersonate a candidate at any stage of the process;
- interfere with or compromise the process in any way.

Where a candidate is found guilty of canvassing or in breach of any of the above, then:

- where they have not been appointed to a post, they will be disqualified as a candidate; or
- where they have been appointed to a post, they shall forfeit that appointment.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned – and, if successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
 - Be passed medically fit to take up the appointment.

Prior to appointing:

Prior to recommending any candidate for appointment to this position NCRI will make all such enquires that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment not accept the appointment, or, having accepted it, relinquish it, NCRI may at its discretion, select and recommend another person for appointment on the results of this selection process.

Deeming of Candidature to be Withdrawn:

Candidates who do not attend for interview when and where required by the NCRI or who do not, when requested, furnish such evidence as the NCRI require in regard to any matter relevant to their candidature, will have no further claim for consideration.

Confidentiality:

Subject to the provisions of the Freedom of Information Acts 2014, all enquiries and applications are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the process.

Data Protection:

Please note that all personal data shall be treated in accordance with the General Data Protection Regulation (GDPR) and Data Protection Acts 1988 - 2018.

Equality:

The NCRI is an equal opportunities employer and welcomes applications from all sections of the community. We do not discriminate based on gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community or family status. If you have a disability and require accommodations to be made during the recruitment process, please contact HR in advance and we would be happy to assist l.king@ncri.ie